



**2025**

**Operating and  
Capital Budget**

# **2025 Operating and Capital Budget**

## **Bucks County Free Library Bucks County, Pennsylvania**

Prepared by:

Dana Barber  
Chief Executive Officer  
and  
John J. Doran III  
Chief Financial Officer

To obtain copies of this document, please visit [www.buckslib.org](http://www.buckslib.org) or contact

John J. Doran III  
Chief Financial Officer  
Bucks County Free Library  
150 South Pine St  
Doylestown, PA 18901  
(215) 348-0332

## Message from the Chief Executive Officer

2025

I am pleased to present Bucks County Free Library's Annual Operating and Capital Budget for Fiscal Year 2025.

Bucks County Free Library's mission is "Expanding minds with opportunities for learning and discovery in welcoming spaces." We remain committed to furthering our mission by continuing to offer core library services and maintaining our branch libraries as safe and welcoming community spaces. Our plans for the upcoming year are guided by the Library's 2023-2026 Strategic Plan, which emphasizes Collections, Experiences, and Connections.

Bucks County Free Library's strategic priorities for 2025 include:

- Investing in staff and frontline services by enhancing staffing models, creating functional service areas, and providing targeted staff training in order to achieve service excellence.
- Bolstering programming and outreach efforts for all ages by building community partnerships and leveraging volunteer and staff talents.
- Building support and investments through focused advocacy, grant writing, and fundraising efforts.

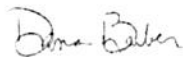
Our budget challenges include prolonged level funding from the County and significant cost increases. Cost drivers include demand for materials especially ebooks, staffing to provide essential programming and outreach, healthcare premiums, the rising price of construction materials and supplies as well as increased costs for services like delivery vehicle repairs and snow removal.

In 2025, the total General Operating expenditures are budgeted at \$10.3M, which reflects a 1% increase over the previous year.

This budget represents a Library on solid financial footing that prioritizes evolving library services, responsible stewardship of public property and financial assets, robust literacy-based programming for all ages, and investment in highly skilled, dedicated staff providing exceptional customer service.

We are here to serve the residents of Bucks County as your foremost resource for lifelong learning, information, access, and entertainment in 2025.

Everyone is welcome at the Library and we look forward to seeing you soon!



Dana Barber  
Chief Executive Officer

## **Bucks County Free Library Overview**

### **Service Area**

As a County library system, the Bucks County Free Library (BCFL) service area includes all of Bucks County. BCFL's seven branch libraries are located in Bensalem, Doylestown, Langhorne, Levittown, Lower Makefield, Perkasie, and Quakertown. BCFL's service range extends far beyond its physical branches as the sole funder and provider county wide of a robust collection of e-books, e-audio, and other downloadable or streaming materials. As a designated Pennsylvania public library district and system, BCFL extends e-material borrowing privileges to card holders at 11 District member libraries and collaborates on county wide projects, shares a public catalog, and provides support services to them. These libraries are otherwise independently funded, governed and managed by their own local boards and directors.

### **Statistics as of 12/31/2024:**

Population:	645,984
Visitation:	926,475
Registered Users:	138,898
Collection Size:	369,141
Checkouts:	1,557,374
ELibrary Checkouts:	875,895

### **In-Person Services**

- Books, movies, music, newspapers, and magazines
- Special collections: such as board games, book club bags, exercise bags, adult ability tools, early learning kits, educational toys, and tools
- Public access computers and free Wi-Fi access
- Passport applications and photos
- Copier/printers and high-resolution digital scanners
- Meeting rooms, group study rooms, and quiet study rooms
- Early learning programs, such as story times

### **Virtual Services**

- Downloadable audiobooks, e-books, and magazine subscriptions
- Streaming videos and music
- Research databases, including business and genealogy
- Tutoring and homework help via Brainfuse
- Resume help with JobNow
- Online learning via LinkedIn Learning

# 2025 General Operating Budget

	2024	2024	2025	2024 Actual vs 2025 Budget
	Budget	Actual	Budget	Variance
<b>INCOME</b>				
COUNTY ALLOCATION	6,003,000.00	6,003,000.00	6,003,000.00	-
STATE AID	3,540,129.06	3,576,213.49	3,576,213.49	-
LATE FEES	161,000.00	160,375.99	157,250.00	(3,125.99)
DONATIONS - ANNUAL GIVING	110,000.00	128,521.16	80,000.00	(48,521.16)
DONATIONS - BUCKS FOR BOOKS	-	29,565.00	15,000.00	(14,565.00)
DONATIONS - EITC	74,400.00	48,000.00	74,400.00	26,400.00
IT UNIT COST CONTRIBUTIONS	-	23,599.52	23,559.52	(40.00)
GRANTS	1,500.00	1,500.00	1,500.00	-
PASSPORT INCOME - portion	58,000.00	58,000.00	63,000.00	5,000.00
PHOTOCOPIER INCOME	53,000.00	62,614.86	61,000.00	(1,614.86)
VENDING MACHINE	3,000.00	5,788.74	4,750.00	(1,038.74)
INTEREST	2,400.00	8,567.00	2,400.00	(6,167.00)
DISBROW TRUST INCOME	190,000.00	151,396.00	151,395.87	(0.13)
TOTAL REVENUE	10,196,429.06	10,257,141.76	10,213,468.88	(43,672.88)
<b>PERSONNEL EXPENSES</b>				
SALARIES & WAGES	4,491,968.48	3,977,210.00	4,594,755.99	617,545.99
BENEFITS	1,020,666.92	821,812.00	1,028,584.23	206,772.23
WORKER'S COMP	36,000.00	30,751.00	35,170.00	4,419.00
Breakage (Turnover)	(240,613.22)	-	(318,073.13)	(318,073.13)
TOTAL PERSONNEL	5,308,022.18	4,829,773.00	5,340,437.09	510,664.09
<b>MATERIALS</b>				
BOOKS	554,000.00	578,854.00	554,000.00	(24,854.00)
AUDIO VISUAL	75,000.00	67,420.00	75,000.00	7,580.00
TOYS	4,000.00	3,292.00	4,000.00	708.00
SUBSCRIPTIONS & MICROFORMS	46,000.00	49,433.00	46,000.00	(3,433.00)
DATABASES	264,899.00	251,249.00	220,647.00	(30,602.00)
DOWNLOADS & STREAMING	1,038,502.00	1,037,195.00	1,059,500.00	22,305.00
TOTAL MATERIALS	1,982,401.00	1,987,443.00	1,959,147.00	(28,296.00)
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES</b>				
ACCOUNTING/AUDIT/PR SERVICES	59,850.00	59,183.00	62,300.00	3,117.00
ADVERTISING - PUBLIC RELATIONS	12,000.00	4,352.00	6,000.00	1,648.00
ADVERTISING - PERSONNEL	2,000.00	474.00	1,000.00	526.00
VISA/MC FEES	20,175.00	25,172.00	25,380.00	208.00
CONTRACT SERVICES	156,265.00	157,493.00	164,472.56	6,979.56
PHOTOCOPIER LEASE	34,395.00	34,307.00	34,395.00	88.00
LEGAL SERVICES	30,000.00	65,567.00	60,000.00	(5,567.00)
LIBRARY PROGRAMS - CONTRACTED	82,400.00	99,057.00	82,000.00	(17,057.00)
MEALS & TRAVEL	25,100.00	35,975.00	23,600.00	(12,375.00)
MEMBERSHIP DUES	104,106.00	119,893.00	130,690.60	10,797.60
PLATFORM FEES	8,500.00	8,500.00	4,462.50	(4,037.50)
POSTAGE	9,550.00	12,089.00	16,750.00	4,661.00
PRINTING	7,100.00	7,432.00	9,600.00	2,168.00
PROFESSIONAL EDUCATION	52,071.00	24,127.00	34,780.00	10,653.00
STATE AID TO CPLs	505,208.00	511,119.00	511,119.00	-
VENDING MACHINE SUPPLIES	3,000.00	5,414.00	4,750.00	(664.00)
SUPPLIES - GENERAL	56,300.00	57,851.00	58,100.00	249.00
SUPPLIES - MATERIALS	250,000.00	185,744.00	225,000.00	39,256.00
SUPPLIES - PROGRAMMING	50,000.00	68,378.00	51,500.00	(16,878.00)
TOTAL G&A EXPENSES	1,468,020.00	1,482,127.00	1,505,899.66	23,772.66

**2025 General Operating Budget (Continued)**

	2024 Budget	2024 Actual	2025 Budget	2024 Actual vs 2025 Budget Variance
<b>PROPERTY &amp; OVERHEAD EXPENSES</b>				
BUILDING SUPPLIES	60,000.00	69,982.00	70,000.00	18.00
COMPUTER EQUIP & SUPPLIES	110,700.00	74,361.00	103,458.24	29,097.24
BUILDING & EQUIPMENT REPAIR	113,500.00	69,338.00	108,600.00	39,262.00
DELIVERIES - GAS & REPAIRS	39,000.00	27,772.00	40,200.00	12,428.00
FURNITURE & SHELVING	50,000.00	52,247.00	60,000.00	7,753.00
BUILDING & GROUNDS CONTRACT SVCS	157,500.00	120,496.00	194,217.00	73,721.00
HVAC	46,129.12	28,360.00	46,990.00	18,630.00
INSURANCE	25,900.00	32,825.00	31,961.00	(864.00)
INTEGRATED ON-LINE SYSTEM	195,900.00	194,556.00	193,100.00	(1,456.00)
JANITORIAL	132,122.40	123,713.00	136,012.40	12,299.40
SOFTWARE	176,407.98	151,568.00	115,681.01	(35,886.99)
TELEPHONE	6,780.00	6,862.00	6,864.00	2.00
TELECOMMUNICATIONS	32,063.40	34,103.00	23,203.08	(10,899.92)
UTILITIES	264,000.00	235,522.00	244,000.00	8,478.00
WASTE REMOVAL	23,886.16	24,795.00	26,590.00	1,795.00
TOTAL P&O EXPENSES	1,433,889.06	1,246,500.00	1,400,876.73	154,376.73
SUM OF EXPENSES	10,192,332.24	9,545,843.00	10,206,360.48	660,517.48
NET INCOME/LOSS OVER EXPENSES	4,096.82	711,298.76	7,108.40	(704,190.36)

## **2025 Operating Budget Highlights**

This report discusses the highlights and significant variances. Comparisons are based on 2025 projected revenue and expenditures to 2024 projected actuals. The operating budget does not include any plans for expenditure of capital funds to cover routine operations.

As with any budget, this is a road map and management's best estimate based on current conditions. If the budgeted amount of revenue is not received or there is an unanticipated spike in costs, the library's management team will strategically delay certain purchases or reduce expenses accordingly.

### **Revenue**

The County allocation and State Aid will remain the same as in 2024. We have included for the first time, IT network contributions totaling \$23,559 made by the member libraries. All other revenue estimates will remain conservative.

### **Personnel Expenses**

We signed a three-year contract with our union and agreed to provide an increase of 2% each year. Our non-represented employees will receive a 2% increase as well.

### **Collection Material Expenses**

The 2025 budget will remain about the same as 2024.

### **General & Administrative Expenses**

We will increase training opportunities for all staff and membership costs have increased for our ILL delivery service and OCLC cataloging. Collection material processing expenses will increase due to the new agreements with our vendors.

### **Property & Overhead Expenses**

We have smaller, non-capital repair projects for 2025, such as, Bensalem restroom floors, Levittown sinks, LED lights at Langhorne and Quakertown interior sliding door. We anticipate the Outreach vehicle to be at more events, and we have budgeted for more snow removal.

**2025-2029 Capital Budget**

<b>Capital Projects</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
DY - Window Replacement - 1st & 2nd Floor	500,000.00				
YA - Renovation	200,000.00				
Self-Check Kiosk Replacements	191,871.00				
Service Desks - all locations	200,000.00				
IT - Server Room Rehab (Engineering in year one)	25,000.00	100,000.00	100,000.00		
QT - Fire Suppression	500,000.00				
BN - Lighting		281,661.94			
IT - DY wiring		30,000.00			
PK - Upper Windows and Siding Replacement		125,000.00			
PK - HVAC #1		175,000.00			
PK - restrooms		175,000.00			
QT - Roof Replacement		492,837.24			
BN - HVAC#1 - Meeting Room		75,000.00			
YA - Parking Lot		125,000.00			
BN - Parking Lot			250,000.00		
DY - Main Entrance Sidewalk & Parking Lot extension/retaining wall			100,000.00		
IT - Server Replacements - 3 VM			50,000.00		
IT - Remaining branch wiring				180,000.00	
DY - Dryvit				75,000.00	
DY - HVAC control system VAV unit replacements				200,000.00	
LV - Roof					200,000.00
DY - parking lot					400,000.00
Utility Truck					75,000.00
<b>Total</b>	<b>1,616,871.00</b>	<b>1,579,499.18</b>	<b>500,000.00</b>	<b>455,000.00</b>	<b>675,000.00</b>
<b>County and Other Funding - Information only</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Disbrow Trust - YA Renovation	4,720.13				
County of Bucks - Quakertown Supression System (2024(\$200k) & 2025(\$200k) & 2026 \$(100k)	500,000.00				
DCED - QT Roof		492,837.24			
DCED - Bensalem Lights and Ceiling Tiles		281,661.94			
County of Bucks - BN Parking Lot			200,000.00		
County of Bucks - DY Parking Lot (funds from 2028 and 2029)					400,000.00
<b>Total Other Funded Capital Projects</b>	<b>504,720.13</b>	<b>774,499.18</b>	<b>200,000.00</b>	<b>-</b>	<b>400,000.00</b>
<b>Total from BCFL Capital Project Fund</b>	<b>1,112,150.87</b>	<b>805,000.00</b>	<b>300,000.00</b>	<b>455,000.00</b>	<b>275,000.00</b>



**2025-2027 Capital Budget Highlights**

At this time, BCFL plans to use our C&N Bank capital funds account to complete the 2025 projects. BCFL will apply for grants and search for other funding sources, such as potential donors or favorable variance from our operating budget, to cover the costs of additional projects. Our Capital projects for the years 2025-2029 are listed below.

**2025**

**Yardley-Makefield Renovation - \$200,000**

Working with our engineer, we have decided to make more public space and create a family restroom. The Disbrow Charitable Remainder Trust will cover a portion of this project.

**Doylestown Window Replacement 1<sup>st</sup> and 2<sup>nd</sup> Floor– \$500,000**

The windows in Doylestown are original to the building (1988) and need to be replaced. Seals are visibly broken. New windows will be more energy efficient and reduce heating and cooling costs. This project bid has been awarded.

**Self-Check Kiosk Replacement - \$191,871**

Our kiosks were purchased in 2017 and need to be replaced. We have awarded this project and will be completed by mid-2025.

**All Branch Service Desk Replacements – \$200,000**

We will be looking at replacing our service desks allowing more functionality.

**IT Server Room Rehabilitation Study - \$25,000**

We will hire a firm to conduct a study to make the IT server room more efficient with better heating and cooling and include a server back-up power source.

**Quakertown Fire Suppression System - \$500,000**

In early 2024, a portion of the Quakertown fire suppression system burst and was repaired. An engineering study was performed stating the whole system needs to be replaced. We will ask the County to completely fund this project.

**2026**

**Quakertown Roof Replacement - \$492,837.24**

Original to the building, we have received a DCED grant which will cover the entire cost of replacing the roof and hiring a general contractor to guide us through the project. This project will be put out to bid.

**Bensalem Ceiling Tile and Lighting - \$281,661.94**

We have received a DCED grant which will cover the entire cost of replacing the ceiling tiles and purchase/installation of updated lights. This project will be put out to bid.

**IT Server Room Restoration - \$100,000**

With the purchase and installation of the new servers, we plan on restoring the Server Room to make it more efficient. We plan to do this over two years.

**Doylestown IT Wiring - \$30,000**

The internal ethernet in all branches should be updated and re-wired. We will be starting with the Doylestown branch first.

**Perkasie Upper Windows and Siding Replacement - \$125,000**

We will look for grants and community support to replace the upper windows and upper siding to the Perkasie branch. This project will be put out to bid.

**Perkasie HVAC#1 replacement - \$175,000**

We will look for grants and community support to replace the main HVAC unit in the Perkasie branch. This project will be put out to bid.

**Perkasie Restroom renovation - \$175,000**

We will look for grants and community support to change the restroom into a family restroom. This project will be put out to bid.

**Bensalem HVAC#1 Replacement - \$75,000**

This unit is slated to be replaced based on its useful life. This project will be put out to bid.

**Yardley Parking Lot Replacement - \$125,000**

We have been repairing this parking lot for several years and plan to completely replace our portion. This project will be put out to bid.

**2027**

**Doylestown Main Entrance and Parking Lot Sidewalk and Extension - \$100,000**

Replace the front sidewalk to remove any tripping hazards and extend the parking lot sidewalk all the way to the staff parking lot. This will make a safer walking area for staff and patrons. This project will be put out to bid.

**IT Server Room Restoration - \$100,000**

Completion of this project, started in 2024.

**Bensalem Parking Lot Replacement - \$250,000**

We will ask the County to pay for this project.

**IT Server Replacements - \$50,000**

According to our replacement schedule, three IT servers will need to be purchased.

**2025 General and Reserve Funds**

	C&N Bank	C&N Bank	Vanguard	Vanguard	Vanguard	
	General Fund	Capital Fund	Operating Reserve	Capital Reserve	Collection Material	Total
					Endowment	
<b>Estimated Balance 1/1/2025</b>	\$ 125,000.00	\$ 1,319,411.35	\$ 2,500,000.00	\$ 7,722,784.31	\$ 4,287,966.26	\$ 15,955,161.92
<b>Additions - 2025</b>						
Operating Budget Revenue	10,282,073.01					
Book Sales*					9,000.00	
Memorial Donations*					4,000.00	
Meeting Room Fees*				3,000.00		
Lost and Damaged Items*					9,000.00	
Passport - portion				137,000.00		
<b>Total Additions</b>	<b>10,282,073.01</b>	<b>-</b>	<b>-</b>	<b>140,000.00</b>	<b>22,000.00</b>	<b>10,444,073.01</b>
<b>Usage - 2025</b>						
Operating Budget Expenses	10,278,116.43					
YA - Family Restroom	4,720.13	195,279.87				
DY - Window Replacement		500,000.00				
Self-Check Kiosk Replacements		191,871.00				
Service Desk Replacement - all branches		200,000.00				
IT Server Room Study		25,000.00				
<b>Subtotal</b>	<b>10,282,836.56</b>	<b>1,112,150.87</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,394,987.43</b>
<b>Estimated Balance 12/31/2025</b>	<b>\$ 124,236.45</b>	<b>\$ 207,260.48</b>	<b>\$ 2,500,000.00</b>	<b>\$ 7,862,784.31</b>	<b>\$ 4,309,966.26</b>	<b>\$ 15,004,247.50</b>
*Not included in operating budget						

## 2025 General and Reserve Funds

Listed below are the additions and subtractions to all of our General and Reserve Funds.

### General Fund

This fund is our general operating account. It acts as the account to receive allocations from State and County government, as well as funds from fines, grants, donations and other revenue sources. This account is also used to cover all of our operating expenses, such as payroll, general and administrative and overhead costs.

### Capital Fund

Not to be confused with our Capital Reserve Fund, this account holds funds for immediate capital needs. When bequests or large non-operating funds are received, they are deposited into this account. A determination is made as to hold for immediate capital needs or to transfer to our Capital Reserve Fund.

### General Operating Reserve

These funds will support operations in the event of funding delays primarily by the County or State. The minimum amount designated as operating reserve is equal to maintain ongoing operations for three (3) months. The current balance necessary for this fund is \$2,500,000.

### Capital Reserve

These funds will be used to cover future capital needs over and above any County allocation. Funds deposited into this account will occur only after the General Operating Reserve fund balance has been reached. The balance in this fund is unrestricted and will be evaluated against future capital replacement needs.

### Collection Material Endowment

This fund was established to provide an additional source of funding for purchases of collection materials (books, audio material, downloads, etc.). Revenue from book sales, lost and damaged fees and memorial donations are deposited into this account.

### Additions and Usage

**General Fund:** \$4,720.13 is held over from the Disbrow Charitable Remainder Trust to help cover the cost of the Yardley family restroom project. All other revenue and expenses are solely for the 2025 operating budget.

**C&N Bank Capital Fund:** \$1,112,150.87 will be used to cover all of the remaining 2025 capital projects.

**Operating Reserve Fund:** We do not plan on any additions or usage of this fund.

**Vanguard Capital Reserve:** We estimate that passport income will be close to \$200,000. We retain \$63,000 in the Operating budget and the balance, \$137,000, will be added to this fund along with meeting room fees. We do not plan on any withdrawals from this fund.

**Collection Material Endowment:** We estimate that \$22,000 will be added to this fund from memorial donations, book sales and lost and damaged items. We do not plan on any withdrawals from this fund.

# Locations

## **Bensalem**

3700 Hulmeville Road  
Bensalem, PA 19020

## **Doylestown**

150 South Pine Street  
Doylestown, PA 18901

## **Langhorne**

301 South Pine Street  
Langhorne, PA 19047

## **Levittown**

7311 New Falls Road  
Levittown, PA 19055

## **Perkasie**

491 Arthur Avenue  
Perkasie, PA 18944

## **Quakertown**

401 West Mill Street  
Quakertown, PA 18951

## **Yardley-Makefield**

1080 Edgewood Road  
Yardley, PA 19067